

**CATAWBA HOSPITAL
CATAWBA, VIRGINIA**

JANUARY 10, 2013

**MEDICAL TRANSCRIPTION SERVICES, IFB #724-13030-2
QUESTIONS AND ANSWERS**

The following questions pertain to the above listed invitation for bid for Medical Transcription Service to Catawba Hospital:

Question:

My company is registered in the eVA procurement system as a vendor. I have a number of VS0000034921. Is this my SCC number? I was looking on the SCC web site for a registration page to get a number but could not find one. Do I need a number to submit a bid to the transcription IFB that has just been posted?

Answer:

Ensure you remind the vendor that it is their responsibility to 1) determine if they need an ID number and 2) deal directly with State Corporation Commission. Also inform them that you and your agency have no control over SCC matters. Additionally, direct the vendor to the T&C BB which you listed below in the solicitation and to the Vendor's Manual 3.15 Authorization to Transact Business in the Commonwealth.

For your information 3.15 Authorization to Transact Business in the Commonwealth states:

- a. In accordance with the Code of Virginia § 2.2-4311.2, every written contract shall include a provision that a contractor organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law.
- b. The Code of Virginia § 2.2-4311.2 subsection B requires that "Pursuant to competitive sealed bidding or competitive negotiation, all public bodies shall include in the solicitation a provision that requires a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 to include in its bid or proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized."
- c. Should a bidder/offeror omit including the SCC number or a statement describing why the bidder/offeror is not required to be so authorized on its bid/proposal, the agency, at its sole option, may allow the bidder/offeror additional time to provide the SCC Identification Number or a statement describing why the bidder/offeror is not required to be so authorized and continue the evaluation. An agency shall not award a contract to a bidder/offeror that fails to comply with § 2.2-4311.2 unless a waiver is granted by the Director of the Department of General Services or his designee. Revised – November 2012 version.
- d. For purposes of compliance with this section, agencies may rely on the accuracy of the bidder's/offeror's statement provided on the SCC Form describing why the bidder/offeror is not required to be so authorized per exclusions listed in Title 13.1 or Title 50 and are not required to validate. Any falsification or misrepresentation contained in the statement submitted by the bidder/offeror pursuant to Title 13.1 or Title 50 may be cause for debarment.
- e. Any bidder or offeror described in Code of Virginia § 2.2-4311.2 subsection B that fails to provide the required information shall not receive an award unless a waiver is granted by the Director of the Department of General Services or his designee in accordance with Code of Virginia § 2.2-4311.2.

As a buyer keep in mind 3.28 of the APSPM - Authorization to Transact Business in the Commonwealth which states:

- c. Should a bidder/offeror omit including the SCC number or a statement describing why the bidder/offeror is not required to be so authorized on its bid/proposal, the agency, at its sole option, may allow the bidder/offeror additional time to provide the SCC Identification Number or a statement describing why the bidder/offeror is not required to be so authorized and continue the evaluation. An agency shall not award a contract to a bidder/offeror that fails to comply with § 2.2-4311.2 unless a waiver is granted by the Director of the Department of General Services or his designee.
- d. For purposes of compliance with this section, agencies may rely on the accuracy of the bidder's/offeror's statement provided on the SCC Form describing why the bidder/offeror is not required to be so authorized per exclusions listed in Title 13.1 or Title 50 and are not required to validate. Any falsification or misrepresentation contained in the statement submitted by the bidder/offeror pursuant to Title 13.1 or Title 50 may be cause for debarment. PIM 98-030
- e. Any bidder or offeror described in Code of Virginia § 2.2-4311.2 subsection B that fails to provide the required information shall not receive an award unless a waiver is granted by the Director of the Department of General Services or his designee in accordance with Code of Virginia § 2.2-4311.2.

Note: the ID number is required at the time of award.

Question:

Who is the current vendor?

Answer:

Iridium Technologies, Inc., Troy, PA

Question:

What is the current per line price?

Answer:

\$0.0849 per 65 character line.

Question:

Is the bid published due to non-compliance of the current contract? If yes, why is the service out of compliance?

Answer:

The current contract has reached its limits on renewals and therefore, must be re-bid.

Question:

How many providers will be dictating?

Answer:

There are six (6) attending physicians who will be providing the dictation.

Question:

Is the BAC supposed to be filled out and submitted with the proposal?

Answer:

The BAC is attached to the IFB for informational purposes and will only be applicable to the contractor that is actually awarded the contract. The successful bidder will need to be complete the BAC after award.

Question:

What exactly do you want returned in a proposal package? Do you want narratives addressing each clause in the Scope of Work and Quality Standards?

Answer:

Page 1 must be completed and signed by an individual who is authorized in your company to enter into a contractual agreement. Complete Page, 15, 16, 33, 34 and 35 and return with your bid packet.

This solicitation is an invitation for bid, to which, you are not required that you submit a narrative for each clause under the Scope of Work and Quality Standards. However, in order to be considered a responsible bidder, you must be capable of completing each requirement listed in the Scope of Work and Quality Standards. If a bidder has a brochure, literature, etc that describes what your business encompasses and how you accomplish the work, then you should include it with you bid return.

Question:

Ms. Wright – Oak Transcription is interested in bidding on the above solicitation. Can you confirm for me the volume is 8,000 lines per month? This is a minute volume for a 270 bed facility?

Answer:

Although we are a 270 bed facility, we only have approximately 100 beds full. Yes, the volume is approximately 8,000 lines per month.

Question:

Can I get a copy of the last award to Iridium Technologies Inc.?

Answer:

Under the Freedom of Information Act, you are more than welcome to make an appointment to come to the office and look at the file. However, I do realize you are not located right down the road. I will be addressing questions from other interested bidders and that may answer yours.

Question:

Could you please confirm for me if the medical transcriptionists for this bid have to work within our facility or can they work from their homes like most medical transcriptionists do? Their homes being in the United States.

Answer:

Under the Scope of Work, the contractor must be to:

1.2 All work connected with this contract will be performed in a secure environment which can be monitored and/or "audited" by the contractor and/or Catawba Hospital. Catawba Hospital maintains the right to conduct periodic onsite visits/reviews to ensure compliance with contract specifications and procedures.

According to this requirement, you as the contractor, must be able to ensure that transcriptionist working out of their homes have a secure environment.

Question:

Would it be more difficult for us as a Michigan company to win this bid as opposed to a company in Virginia? Is there is difference?

Answer:

Under our procurement manual, below is the definition of Reciprocal Preferences.

- a. Reciprocal Preferences. Whenever the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a percentage**

preference, a like preference shall be allowed to the lowest responsive and responsible bidder who is a resident of Virginia and is the next lowest bidder. If the lowest responsive and responsible bidder is a resident of any other state and such state under its laws allows a resident contractor of that state a price-matching preference, a like preference shall be allowed to bidders who are residents of Virginia. If the lowest responsive and responsible Virginia bidder is unable to match the price, the preference shall be given to other Virginia bidders in ascending price order. If the lowest bidder is a resident contractor of another state with an absolute preference, the bid shall not be considered. DGS/DPS will post and maintain a listing of preference laws provided by other states on the eVA website. (Absolute preference defined, see Appendix A.) See www.eva.virginia.gov for a listing of state preference laws and (*Code of Virginia*, § 2.2-4324B).

What does this mean?

If a resident contractor of any other state other than Virginia is the lowest responsive and responsible bidder and that state offers a price-matching price preference, then Virginia would permit its Virginia resident, who is the next lowest responsive and responsible bidder, an opportunity to lower their submitted bid price to match that of the low bidder from the other state and award to the Virginia bidder.

You would need to know the “price preference” laws of your state in order to determine if the contractual term would be applicable to you.

Question:

I am very interested in bidding on the solicitation listed above. This will be our first time doing so for your organization and would like some assistance in the process. What requirements would we need to meet and what items would need to be completed in order to submit our proposal of service. We are a language translation company who provides written translation, interpreting services, medical transcription and more. We specialize in rare languages and would like an opportunity to partner with you.

Answer:

1. Your company must be capable of meeting all the requirements that are listed in Section III, Scope of Work.
2. Under Section V. eVA Business... In order for your company to do business with the Commonwealth of Virginia, the bidder register in eVA and pay the applicable transaction fees.
3. Page 1 must be completed and signed by an individual who is authorized in your company to enter into a contractual agreement.
4. Complete Page 15, Pricing Schedule and return with the bid packet.
5. Complete Page 16, Reference Data Sheet (Attachment A) and return with the bid packet.
6. Complete Page 33, Employee Qualifications (Attachment C) and return with the bid packet.
7. Complete Page 34, State Corporate Commission (Attachment D) and return with the bid packet.
8. Complete Page 35, Contractor Data Sheet (Attachment E) and return with the bid packet.
9. Bid packet must be sealed and identified on the outside of the envelope indicating the Name of Bidder & Address; Due Date & Time; the IFB Number; and IFB Title and return to Catawba Hospital no later than 3:00 p.m. January 24, 2013. Late bids, regardless of the reason will not be accepted.